



THRIFT SAVINGS PLAN FACT SHEET

Your TSP Account Address

The address in your TSP account record is used to mail your . . .

- Participant statements.
- Loan checks.
- Personal Identification Number (PIN).
- Confirmations for interfund transfers and contribution allocations.
- Withdrawal checks.
- Important tax documents.

If your address of record is not correct, your loan or withdrawal checks may be lost, or you may not receive important information about your TSP account. Whether you are actively employed or have separated from Federal civilian service or the uniformed services, the TSP will use your address of record to send you important information. **So be sure to keep your address up to date.** Here's how:

If you are actively employed, your agency or service is your primary TSP contact. You must **notify your agency personnel office or your service TSP representative** when you change your address so that your agency or service can submit the correct address for your TSP account record. (Each agency or service has its own procedures for making address changes, so you need to contact your agency or service directly to find out how to notify them of the change.)

The TSP Service Office **cannot** accept a change of address directly from you as long as your agency or service reports that you are actively employed. This is because each contribution submitted to the TSP by your agency or service updates your address. If your agency or service has information that is not correct, it will continue (with each contribution) to provide the TSP with the incorrect information until it receives correct data from you.

Submitting certain forms directly to the TSP Service Office (for example, Form TSP-3 or TSP-U-3, Designation of Beneficiary) with your current address does **not** change your address in your TSP account record if you are still employed.

If you will be moving soon after you separate (e.g., within one or two weeks), your agency or service should submit your new address to the TSP with your last payroll submission and separation information. This will ensure that you receive important withdrawal and tax information.

If you are actively employed by both Federal civilian service and the uniformed services and have TSP accounts through both, you must report your change of address separately for each account according to the procedures required by your agency and your service.

If you have separated from service, you must **notify the TSP Service Office in writing** when your address changes. (If you have both a civilian and a uniformed services TSP account, you must do so for each account separately.) You can do this in several ways:

- Submit Form TSP-9 (or, if a member of the uniformed services, Form TSP-U-9), Change of Address for Separated Participants; **or**
- Send a signed and dated letter with your new address. The letter must include your name, Social Security number, and date of birth and should state that you are reporting a change of address for a civilian or a uniformed services TSP account or both; **or**
- Submit Form TSP-15 (or Form TSP-U-15 for uniformed services), Change in Name; in addition to recording your name change, the TSP will automatically record the address you provide; **or**
- Submit Form TSP-70 (or Form TSP-U-70 for uniformed services), Withdrawal Request; in addition to processing your withdrawal request, the TSP will automatically record the address you provide; **or**
- Submit Form TSP-72 (or Form TSP-U-72 for uniformed services), Request for TSP Materials; in addition to fulfilling your request for materials, the TSP will automatically record the address you provide.

As a **separated participant**, mail your new address to:

TSP Service Office
National Finance Center
P.O. Box 61500
New Orleans, LA 70161-1500

Note: When you submit forms other than those named above, the TSP will **not** automatically record a change of address for you, even if you provide a changed address.